

SECRET

DPD-1210-61

2 March 1961

MEMORANDUM FOR: Air Section, DPD-DD/P

SUBJECT : PDO Contract Compensation Provisions

1. It is apparent that there is some misunderstanding of the meaning of the compensation clause of the standard PDO contract. This memorandum is written in clarification of that clause.

25X1A

2. The contract provides that the individual PDO will be compensated [] for each day in which he "actually" renders services. This means that the individual must actually perform services in order to be eligible for pay. Mere availability for services is not enough.

25X1A

3. Further, the contract provides for a [] payment regardless of how few hours the individual is actually utilized in any one day. For this reason, the overtime provision of the contract clearly points out that the overtime payment of [] per hour is only payable for the 9th and succeeding hours of each day. The overtime payment is not payable for the 1st and succeeding hours in a calendar week.

25X1A

4. It is suggested that if not already employed a time and attendance format should be used by both the on the job time and attendance designated supervisor and the responsible Headquarters individual who authenticates the duty performance report. Whatever format is used, it should include the days in which services are actually rendered by each individual and in those days where more than 8 hours of service is rendered the total number of hours worked that day.

25X1A

SIGNED

[]
Personnel Officer
DPD-DD/P

Distribution:

- 2 - 1 - Addressee
- 1 - Pers/DPD (PDO Policy File)
- 1 - []

67
X
2011
DATE: 18/11/81